

**PART-TIME MAINTENANCE SPECIALIST  
PARKS & RECREATION  
CLOSING DATE: 6/28/06**



**SCOPE OF WORK:**

Performs all routine maintenance work for the parks division, mainly for special events.

**BUDGETARY RESPONSIBILITIES:**

None.

**ESSENTIAL JOB DUTIES:**

- \* Performs routine parks maintenance.
- \* Removes trash from containers and inspects parks for needed repairs.
- \* Inspects parks and athletic areas and facilities for repairs.
- \* Operates and maintains equipment used in daily operations. Fills out reports and submits to supervision.
- \* Helps in set up of special events and sports tournaments.
- \* Works weekends and evenings as required.
- \* Performs other related duties as required.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Ability to sit, stand and transport self from building to building. Ability to drive a vehicle to and from various work-sites. Employee will work in seasonal temperatures bending, lifting and moving pieces of equipment in order to complete work or make repairs on parks equipment. Employee may be exposed to potentially hazardous chemicals while maintaining parks.

**REQUIRED CONTACTS:**

Employee communicates with other employees in the work group and may respond to questions from the general public regarding services or specific projects.

**REQUIRED QUALIFICATIONS:**

**Knowledge, Abilities and Skills**

Ability to read and understand work orders and equipment manuals. Skill in the operation of hand tools and equipment such as mowers, tractors, gas powered trimmers, saws and other gardening and maintenance tools.

**Minimum Education, Experience and Certification**

High school diploma or equivalent preferred. Valid Texas Driver's License, CDL preferred.

**WAGES & HOURS:**

\$8.18/hr; Hours and Days Off Vary. Must be able to work evenings after 6:00 p.m. and all hours on weekends.